



## District of Columbia



### CHECKLIST FOR INSPECTION OF ELECTRIC ELEVATORS

**GENERAL NOTES:**

(a) See ASME A17.2 for detailed inspection information on each item number.

(b) OK = meets requirements; NG = insert number to identify comment on back of this Checklist; NA = not applicable.

Building Address: \_\_\_\_\_

Management Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, Zip Code: \_\_\_\_\_

ID Number: \_\_\_\_\_

D.C. File Number \_\_\_\_\_

☐ Passenger Rated Load \_\_\_\_\_☐ Routine inspection and test☐ Freight Class Rated Speed \_\_\_\_\_☐ Periodic Inspection and test ; Five year test due \_\_\_\_\_

Inspected by: (Printed) \_\_\_\_\_

☐ Acceptance Inspection and Test Code Edition \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Re-inspected

Third Party Company \_\_\_\_\_

QEI number: \_\_\_\_\_ Certifying Organization \_\_\_\_\_

Time: IN AM/PM Time Out AM/PM Total

	OK	NG	NA		OK	NG	NA
<b>1 ELEVATOR — INSIDE OF CAR</b>				<b>2.19 Gears, bearings, and flexible couplings</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.1 Door reopening device	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>2.20 Winding drum machine and slack cable device</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Stop switches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>2.21 Belt- or chain-drive machine</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Operating control devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>2.22 Motor generator</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Sills and car floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>2.23 Absorption of regenerated power</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Car lighting and receptacles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>2.24 AC drives from a DC source</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6 Car emergency signal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>2.25 Traction sheaves</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7 Car door or gate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>2.26 Secondary and deflector sheaves</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8 Door closing force	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>2.27 Rope fastenings</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9 Power closing of doors or gates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>2.28 Terminal stopping devices</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10 Power opening of doors or gates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>2.29 Car and counterweight safeties</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11 Car vision panels and glass car doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3 ELEVATOR — TOP OF CAR</b>			
1.12 Car enclosure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3.1 Top-of-car stop switch</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13 Emergency exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3.2 Car top light and outlet</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.14 Ventilation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3.3 Top-of-car operating device</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.15 Signs and operating device symbols	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3.4 Top-of-car clearance and refuge space</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.16 Rated load, platform area, and data plate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3.5 Normal terminal stopping devices</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.17 Standby power operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3.6 Final and emergency terminal stopping devices</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.18 Restricted opening of car or hoistway doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3.7 Car leveling and anticreep devices</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.19 Car ride	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3.8 Top emergency exit</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2 ELEVATOR — MACHINE ROOM</b>				<b>3.9 Floor and emergency identification numbering</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.1 Access to machine space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3.10 Hoistway construction</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Headroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3.11 Hoistway smoke control</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Lighting and receptacles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3.12 Pipes, wiring, and ducts</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Machine space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3.13 Windows, projections, recesses, and setbacks</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5 Housekeeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3.14 Hoistway clearances</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6 Ventilation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3.15 Multiple hoistways</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.7 Fire extinguisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3.16 Traveling cables and junction boxes</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.8 Pipes, wiring, and ducts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3.17 Door and gate equipment</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.9 Guarding of exposed auxiliary equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3.18 Car frame and stiles</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.10 Numbering of elevators, machines, and disconnect switches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3.19 Guide rails fastening and equipment</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.11 Disconnecting means and control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3.20 Governor rope</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.12 Controller wiring, fuses, grounding, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3.21 Governor releasing carrier</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.13 Governor, overspeed switch, and seal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3.22 Wire rope fastening and hitch plate</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.14 Code data plate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3.23 Suspension rope</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.15 Static control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3.24 Top counterweight clearance</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.16 Overhead beam and fastenings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3.25 Car, overhead, and deflector sheaves</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.17 Drive machine brake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
2.18 Traction drive machines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

## CHECKLIST FOR INSPECTION OF ELECTRIC ELEVATORS (Back)

	OK	NG	NA		OK	NG	NA
3.26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.27	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.34	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4 ELEVATOR — OUTSIDE HOISTWAY</b>				5.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>6 ELEVATOR — FIREFIGHTERS' SERVICE</b>			
4.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
4.10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
4.11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
4.12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>5 ELEVATOR — PIT</b>							
5.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

### 8.11.2.2 Periodic (ANNUAL) Test Requirements —Category One

1	<b>8.11.2.2.1 Oil Buffers.</b> (Item 5.9.2.1).	6	<b>8.11.2.2.6 Firefighters' Emergency Operation.</b>
2	<b>8.11.2.2.2 Safeties</b> (5.29)	7	<b>8.11.2.2.7 Standby or Emergency Power Operation.</b> (Item 1.17.2). Tests shall be performed with no load in the car. (1.17.2.1)
3	<b>8.11.2.2.3 Governors.</b> Governors shall be operated manually [Item 2.13.2.1(a)].	8	<b>8.11.2.2.8 Power Operation of Door System.</b> The closing forces of power operated hoistway door systems (Item 1.10.2).
4	<b>8.11.2.2.4 Slack-Rope Devices on Winding Drum Machines.</b> (Item 2.20.2.1).	9	<b>8.11.2.2.9 Broken Rope, Tape, or Chain Switch</b> (Item 3.26.1.1).
5	<b>8.11.2.2.5 Normal and Final Terminal Stopping Devices.</b> (Items 3.5.2.1 and 3.6.2.1).		

### COMPLETE THE FOLLOWING INFORMATION

1.	Type of Door protection	Mechanical/Electronic	9	Time to travel Code Zone	seconds
2	Type of in-car stop Sw.	Manual / Keyed	10	Door restrictor adjustment	inches
3	Car lighting (doors closed)	>5ftc pass; >2.5 ftc freight	11	Maximum Cwt. Sign	inches
4	Alarm Bell	Light Y or N      dB	12	Hoistway door gap (bottom)	inches
5	In-car Communication	Type	13	CWT. Runby	inches
6	Car door	Contract Adj. _____ inches	14	Pit depth / ladder	feet
7	Door closing force	Ft/lbs	15	Last 5-year test date	Year
8	Code Zone Distance	inches	16		
	<b>MRL</b>	Car platform secure device		Governor access	
	<b>Suspension means</b>				